

Dear Vendor:

The 18th Annual Oktoberfest *at the Kentlands* is set for Sunday, October 11, 2009 from noon to 4 p.m. Below you will find the Oktoberfest Rules, Regulations & Fact Sheet, as well as the vendor application. It is very important that you read the Rules, Regulations & Fact Sheet **BEFORE** signing and submitting your application. Oktoberfest draws approximately 10,000 people and includes activities and entertainment for all ages. There are Children's Activities, Bavarian Music and Dance, a Food Court, Beer, Merchants, Nonprofit Groups, and Arts & Crafts Vendors. Free shuttles run throughout the day from free parking directly to the festival. Admission is free to the public. Oktoberfest is held rain or shine unless the Festival Committee deems the weather hazardous. If you have any questions, please call or e-mail Anita Parks at the Kentlands at aparks@cmc-management.com, 301-948-4290 or Carolyn Crosby at the City of Gaithersburg, ccrosby@gaithersburgmd.gov, or 301-258-6350.

Sincerely,
The Oktoberfest Committee

18th Annual Oktoberfest *at the Kentlands*
Co-sponsored by
The City of Gaithersburg and The Kentlands Citizens Assembly



OKTOBERFEST 2009 RULES, REGULATIONS & FACT SHEET

LOCATION: Oktoberfest will be held on the Village Green and the Mansion lawn at **320 Kent Square Road, Gaithersburg, Maryland.**

DATE & TIME: Sunday, October 11, 2009, Noon – 4 p.m.

APPLICATION & FEES: An application form must be completed, signed and returned with the appropriate fees before the deadline date to:

Oktoberfest
Kentlands Clubhouse
485 Tschiffely Square Road
Gaithersburg, MD 20878

You may register in person during regular business hours at the Kentlands Clubhouse 9 a.m. – 5 p.m., Monday through Friday. The number of vendor spaces available is limited. All applications will be reviewed and vendors will be notified if accepted. Vendors who are not selected will have their fee returned.

Please make checks payable to the "Kentlands Citizens Assembly."

CITY RESIDENT FEES

Artists & Crafters	\$ 55
Food Vendor	\$ 95
Nonprofit Organization	\$ 30
Political Candidate	\$ 40
Merchant/Business	\$ 75

NONRESIDENT FEES

Artists & Crafters	\$ 65
Food Vendors	\$115
Nonprofit Organization	\$ 30
Political Candidate	\$ 40
Merchant/Business	\$ 95

DEADLINE: Friday, August 7, 2009
ADD \$15 FOR ALL APPLICATIONS RECEIVED AFTER DEADLINE

BOOTHS: For **Food Vendors**—the first space is approximately 10' x 20'; additional spaces are 10' x 10'. For **All Other Vendors** - One space is 10' x 10'. All participants must provide, and are responsible for, their own canopies or tents and display equipment and must stay within assigned space. Displays must start at the curb or mark and may not extend beyond 10' into the street or pedestrian pathway. **Canopies or tents must be secured against tipping or blowing over.** Some spaces may be on the street or sidewalk and you may not be able to stake tents. You may need to weight the tent/canopy legs, so please be prepared. Vendors may not obstruct the view of, block, or interfere with neighboring exhibits.

ELECTRICITY/ WATER/ TRASH: **No electricity or water is available.** Vendors must provide their own generators, if necessary, and they must be barricaded for safety. Vendors are responsible for their own trash removal and wastewater disposal. There is no place to dump water at the festival. Be prepared to take wastewater with you.

TABLES: Vendors must bring their own tables and chairs.

PHOTOS: If you would like your product and/or set-up pictures returned, please provide a self-addressed stamped envelope. Your photos will be returned after the event.

IMPORTANT TAX INFORMATION: The State of Maryland requires any person selling used items as a business or selling new products to charge 6% sales tax and have a MD tax number. Vendors' names will be submitted to the MD State Comptroller's Office. If you do not have a MD tax number, call the MD Sales Tax Division at 410-767-1300 or apply online at www.marylandtaxes.com.

IMPORTANT FOOD VENDOR INFORMATION: **A menu must accompany your application.** No food items or drinks may be sold by any vendor except for **pre-authorized food vendors**. There are no exceptions! Food items also include bottled water, soft drinks, popcorn, lollipops, etc. For questions or more information, vendors should contact the Montgomery County Health Department at 240-777-3986. Food Vendors are required to accept food coupons from the event organizers (for staff, police, dancers, musicians, etc.) and to submit a bill to "Kentlands Citizen Assembly" for payment after the festival. Please contact Anita Parks at aparks@cmc-management.com or 301-948-4290 with questions.

SET-UP/REGISTRATION: **You will be assigned an arrival time between 7 and 10:30 a.m. (Please note: Passes and directions will be mailed to you in September.)** Times are assigned by category and location within the festival and will be sent with your acceptance information. The streets will be closed to all traffic by 11 a.m. Vendors may not be able to drive to their booth location; however, unloading areas will be as close as possible. You must **unload, move your car to assigned parking, and then return to set-up.** Parking is not within sight of booth locations and will require a shuttle bus ride back. We suggest that you bring an assistant to stay with your equipment and merchandise while you move your vehicle.

VEHICLES: **Only one vehicle will receive a pass to enter the festival area.** Booth staff arriving later in the day should take the shuttle from the designated parking area. Please contact Anita Parks or Carolyn Crosby if you need passes for any other vehicle to enter the festival area for unloading.

CLOSING: Booths must be dismantled promptly at 4 p.m., but not before. Vendor vehicles will not be allowed in the festival area until police deem it safe to open the roads.

OKTOBERFEST REGULATIONS: The festival staff reserves the right to have exhibitors remove unacceptable items, relocate, or dismiss any participant or selling activity. The staff has the right to ask vendors to remove any objects they deem objectionable or inappropriate. Pets (except guide dogs), skateboards, roller blades, bicycles and weapons are **not** permitted within the festival.

REFUNDS/RAIN POLICY: There will be no refunds unless the program is cancelled by the organizers for unsafe conditions. **This is considered a RAIN or SHINE event.** You are responsible for covering your merchandise in case of rain.

WHO DO I CONTACT WITH QUESTIONS?:

If you have any questions, please contact Anita Parks at the Kentlands Citizens Assembly at 301-948-4290 or Carolyn Crosby at the City of Gaithersburg 301-258-6350, or by email at aparks@cmc-management.com or ccrosby@gaithersburgmd.gov

Please visit our websites at www.kentlandsusa.com and www.gaithersburgmd.gov



18th Annual Oktoberfest at the Kentlands

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OKTOBERFEST 2009 APPLICATION

Sunday, October 11, 2009, Noon - 4 p.m.

Business Name _____

Contact _____

Mailing Address _____

Street

Apt#

City/State/Zip

Day Phone _____ Evening Phone _____ Cell Phone _____

Fax # _____ Email _____ MD Sales Tax # _____

☐ Participated last year

☐ City of Gaithersburg Resident

☐ Nonresident

APPLICATION FEES

Please check one category from below and complete appropriate information on the reverse side of this form.

Incomplete applications will be returned and not processed.

Resident fees apply to those businesses or persons who live within the incorporated city limits of Gaithersburg.

All others must pay nonresident fees. Fees are for one 10' x 10' space.

Artists & Crafters: _____ \$55 Resident/\$65 Nonresident _____ # of spaces required

Food Vendors: (1st space - 10'x20'; additional spaces - 10'x10')
_____ \$95 Resident/ \$115 Nonresident _____ # of spaces required

Merchant/Business: (Includes local businesses, professionals and merchants)
_____ \$75 Resident/ \$95 Nonresident _____ # of spaces required

Other:

Political Candidate _____ \$40 _____ # of spaces required

Nonprofit Organization _____ \$30 _____ # of spaces required

APPLICATION DEADLINE

The application deadline is Friday, August 7, 2009.

ALL APPLICATIONS MAILED AFTER DEADLINE MUST ADD \$15 LATE FEE.

The City of Gaithersburg is committed to making reasonable accommodations as required by the Americans with Disabilities Act. Requests must be made prior to the start of the program. Please indicate what accommodations are necessary. _____

Checks payable to: Kentlands Citizens Assembly

Amount paid \$ _____

Cash / Check # _____

Mail to: Oktoberfest
Kentlands Clubhouse
485 Tschiffely Square Road
Gaithersburg, MD 20878

Office Use Only:

PROGRAM # _____

Resident _____

Nonresident _____

Pr: _____

NO WATER, ELECTRICITY, TENTS OR TABLES & CHAIRS ARE PROVIDED

CRAFTER INFORMATION: Please include at least 5 pictures representative of the items you will be selling. Include self-addressed stamped envelope if you want pictures returned after the event.

1. Describe all items you wish to sell. Be specific.

2. How many 10'x10' spaces are required?_____

NONPROFIT INFORMATION: (Please do not plan to do "face painting" as this activity is already provided at the event.)

1. What does your non-profit organization promote? Be specific _____

2. Will your organization be distributing handouts? Yes__ No__ (If yes, they must be included with application)

3. Will your organization be conducting a drawing? Yes__ No__ Or giveaway? Yes__ No__

4. Will your organization be soliciting donations? Yes__ No__ (If yes, state purpose) _____

5. Will your organization be selling anything? Yes__ No__ (If yes, what?) _____

6. Is your organization planning to run an activity/game?* Yes__ No__ (If yes, describe) _____

7. How many 10'x10' spaces are required?_____

*You will receive notice if your *activity is approved* when your application is accepted.

MERCHANT/BUSINESS VENDORS and POLITICAL CANDIDATE INFORMATION:

1. Will your organization be conducting a drawing? Yes__ No__ Or giveaway? Yes__ No__

2. Will your organization be distributing handouts? Yes__ No__ (If yes, they must be included with application)

3. Will your organization be selling anything? Yes__ No__ (If yes, what?) _____

4. How many 10'x10' spaces are required?_____

FOOD VENDOR INFORMATION - Please submit the following items with application:.

1. Full Menu with prices

2. Photos of booth and site plan (drawing of set-up plan)

3. Copy of Certificate of Insurance - **MANDATORY**

4. Type of booth: ____Tent ____Trailer ____Truck

5. How many spaces are required? _____ (1st space - 10'x20'; additional spaces - 10'x10')

6. Copy of Montgomery County Health Permit

7. Generator? ____Yes ____ No (If yes, it must be barricaded for safety.)

I certify that I have read, or have been given the opportunity to read, and fully understand R-73-05 (sent upon request), and amendments thereto, the Oktoberfest Rules, Regulations & Fact Sheet, this agreement, and any other applicable law or resolution that is in effect as of the date of Oktoberfest 2009. I certify that the information contained in this application is true, and I will personally be responsible for ensuring the space plan for the Oktoberfest will be carried out in conformance with this application. I further understand that I must have a Maryland Sales Tax # in order to sell and, if applicable, a Montgomery County Health Permit.

By participating in this Oktoberfest I agree that I, or anyone entitled to act on my behalf, together with the organization I represent (if any), hereby waive and release the City of Gaithersburg and the organizers of the festival, plus all event partners, sponsors and volunteers, and their representatives, successors and assigns, from all claims and liabilities of any kind arising out of my participation in the festival, even if that liability may arise out of negligence or carelessness on the part of the persons named in this waiver.

Participation in the Oktoberfest by groups or organizations other than City of Gaithersburg Officials, departments or committees does not constitute City of Gaithersburg endorsement.

Signature: _____ Date: _____

Print name: _____

If you have any questions regarding Oktoberfest, please contact Anita Parks at the Kentlands at aparks@cmc-management.com, 301-948-4290, or Carolyn Crosby at the City of Gaithersburg at ccrosby@gaitthersburgmd.gov, 301-258-6350. Thank you!

Please visit our websites at www.kentlandsusa.com and www.gaithersburgmd.gov